

## Procedure for Submitting ACA Premium Binder Payment Invoices to VDH

**Purpose:** This procedure outlines the steps needed by subrecipients to invoice for binder payments during ACA enrollment that they make on behalf of clients and helps VDH expedite reimbursement to subrecipients. Subrecipients will receive reimbursement for premium binder payments within 14 days of invoice receipt at VDH.

Subrecipients will submit a separate invoice (separate from routine monthly billing for RWHAP B services) for premium binder payments. This will help us track these payments and assure reimbursement in 14 days. These invoices are due on the 1<sup>st</sup> and 15<sup>th</sup> of the month and will be sent on the regular VDH invoice template (location to access the template is below). However, if agencies can invoice more frequently to assure their cash flow needs by contacting the HIV Services Business Manager (Gale Skinner, [gale.skinner@vdh.virginia.gov](mailto:gale.skinner@vdh.virginia.gov)). Subrecipients must complete and submit the ACA Premium Binder Payment Log (attached; example below) with each invoice.

ACA Premium Binder Payment Log											
Agency name:				Date Submitted:							
Client First Name	Client Last Name	Client Date of Birth	Insurance Plan	Insurance Plan Member ID (if available)	Premium Amount	Amount Paid	Payment Method	Payment Authorization Number	Date of Payment	Verify Checklist in e2VA is Complete (use drop down box)*	Comments
Yolanda	Ruiz-Mizo	5/16/1984	Optima Fit/Silver 4600	Not available	\$402.00	\$402.00	Credit Card	62463882	11/12/2017		

\* Please complete the ACA enrollment form and binder payment form in e2VA prior to making a premium binder payment. The drop down box for verifying checklists appears on the electronic version of the log. If you have trouble completing the form, contact your HIV Services Coordinator for assistance. Do **not** send the e2VA ACA enrollment form or binder payment form with your invoice to VDH.

Subrecipient must **send the invoice and ACA Premium Binder Payment Log to the secure email portal** at VDH. If subrecipient does not have access to this portal, please contact Linda Adkins at [linda.adkins@vdh.virginia.gov](mailto:linda.adkins@vdh.virginia.gov). The VDH invoice template and the ACA Premium Binder Payment Log are available on the HCS webpage at <http://www.vdh.virginia.gov/disease-prevention/disease-prevention/hiv-care-services/>.

Subrecipients need to maintain proof of payment documents on site and provide them to VDH or a third party auditor upon request.

If the subrecipient receives returned checks/refunds from insurance carriers, the subrecipient must do the following:

- Identify the client the returned check/refund applies to and notify VDH (complete returned check/refund form)
- Issue check to VDH for the returned check/refund amount, along with a copy of the returned check/refund form
- Do not place the returned check/refund item on the premium invoice.

### Subrecipient: Reporting in e2Virginia

- Subrecipient will **enter each premium binder payment as one unit of service under Health Insurance Premium and Cost Sharing Assistance (HIPCSA)** in e2VA. If subrecipient uses CAREWare and imports data into e2Virginia, the payment should be categorized as one unit under HIPCSA in CAREWare.
- Assistance with enrollment** into ACA falls under Non-Medical Case Management. Consequently, subrecipients should **report each 15-minute increment of assistance with enrollment as one (1) unit of Non-Medical Case Management**.